

FILE: AUCTION.LTR

[DATE]

Sent by Facsimile ([TELEPHONE NUMBER]) and Regular Mail

[NAME]
[TITLE]
[NAME OF AUCTION]
[AUCTION'S ADDRESS]

RE: Investigation of Possible Odometer Fraud

Dear [NAME]:

This Office is investigating violations of various federal laws, including the federal odometer statutes, 49 U.S.C. §§ 32701 et seq. The purpose of this letter is to request that your auction personnel provide this Office with documentation relating to the individuals or entities appearing on the attached lists. We believe that at least some of these individuals or entities may have been registered to do business at your auction. This request should be viewed as including not only the individuals or entities appearing on the attached lists, but also any individual or entity with whom any or all of them were associated or that was acting on any or all of their behalf.

Specifically, please provide this Office with the following materials:

- (1) All auction registration records (these documents should include all signature cards, credit reports, photographs, bank records, and whatever other documents you have that would identify either (a) the name, address, telephone number, and/or signature of any party authorized to buy or sell motor vehicles at the auction on any or all of their behalf, (b) any other auctions or dealers with whom any or all of them has done any business, or (c) any or all of their bank accounts);
- (2) A computer printout detailing all transactions (including, but not limited to, date, VIN, mileage, purchase or sale price, and names and addresses of purchasing and selling dealerships) at the auction between [GIVE START DATE], and the present (for any period that a computer printout is not available, please provide the dealership's activity cards); and

- (3) all documentation relating to any car sold at the auction by any or all of them at any time concerning which there has been any allegation or suggestion of either (a) odometer tampering, (b) false odometer certification, (c) any other kind of mileage discrepancy, or (d) the use of any allegedly invalid or otherwise questioned certificate of title, such as a title appearing to contain an altered mileage figure or appearing to be a "washed" title (these documents should include all invoices and odometer statements relating to the vehicles involved, all correspondence from or to either the complaining party or the party concerning whom the complaint was made, all notes of any conversations, all file records, and all other relevant documents).

At this point, we do not need for your auction personnel to pull the invoices, odometer statements, titles, arbitration and complaint records, and other documents (including but not limited to checks issued as payment for cars) relating to all of the transactions detailed in item number 2 above. Should we later need those documents, we will be back in touch with you.

In the meantime, please advise your personnel not to destroy or otherwise remove these records without first checking with me, as production of those records may be necessary as part of an ongoing criminal investigation. (Additionally, please ensure that the originals of all documents sent to me are maintained in an easily retrievable fashion so that we may obtain them quickly in the event that we need them at a later time.)

Once all of the requested materials have been gathered together, please have your personnel send the materials directly to me by overnight delivery at the following address:

[NAME]
[TITLE]
[ADDRESS].

Please have all responsive documents sent to me by not later than [DATE--usually give at least two weeks from mailing].

Because this request involves an ongoing investigation,
please advise your auction personnel to keep the nature of this
request confidential. Thank you in advance for your assistance.

Sincerely,

[NAME]
[TITLE]
[ADDRESS]
[TELEPHONE NUMBER]

Enclosure

ATTACHMENT

[LIST DEALERSHIP NAMES UNDER INVESTIGATION]